



**STANDARDS OF APPRENTICESHIP
adopted by**

**EASTERN WASHINGTON AND NORTHERN IDAHO PAINTERS AND ALLIED
TRADES APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
CARPET LAYER/LINOLEUM & RESILIENT TILE	47-2042.00	6000 HOURS
DRYWALL FINISHER	47-2082.00	6000 HOURS
GLASS INSTALLER, AUTO	49-3022.00	4000 HOURS
GLAZIER	47-2121.00	6000 HOURS
PAINTER-DECORATOR	47-2141.00	6000 HOURS
SIGN & PICTORIAL PAINTER	51-9199.99	6000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JULY 19, 1991
Initial Approval

APRIL 19, 2012
Committee Amended

OCTOBER 20, 2016
Standards Amended (review)

JULY 21, 2016
Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional):

The following Standards for Carpet Layer/Linoleum & Resilient Tile; Drywall Finisher; Glass Installer, Glazier; Painter-Decorator; and Sign & Pictorial Painter have been prepared by the Eastern Washington Local Unions, Local #289 in Spokane, and Local #427 in Kennewick; affiliated contractors and by the State Department of Labor and Industries Apprenticeship Section.

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I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards are as follows:

Counties of Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima in the State of Washington. Counties of Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, Shoshone in the State of Idaho. Oregon Counties, Umatilla, Wallowa, and Morrow.

Applicants and apprentices please note that while the state of Washington has no responsibility or authority in the states of Idaho or Oregon, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Idaho and Oregon counties listed above.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

Age: **Minimum of eighteen years of age.**

Education: **N/A (See Section IX- High School Diploma or equivalency required for advancement beyond 2nd step**

Physical: **Must be able to perform the work of the trade.**

Testing: **N/A**

Other: **A. Must have valid driver license.**

B. Exceptions may be made by the JATC to the above qualifications if admission as an apprentice will benefit the applicant and the industry.

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**III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT
OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

- 1. Applicants for approval as apprentices shall be afforded fair and impartial consideration and shall uniformly file a written application with the Apprenticeship Committee, and shall satisfy the Apprenticeship Committee that they possess the minimum requirements. Applications will be accepted year around. Upon showing proof of a High School Diploma, GED or equivalent and a valid driver license and proof of auto insurability, applicants will be placed in pool of eligible candidates. To remain on this list, applicants must contact the training office on/or before the 1st business day of every month. They may contact the training office by writing, faxing, calling, emailing or appearing in person at the training office to sign in each month.**

**Eastern Washington Painters & Allied Trades JATC
c/o Painters and Allied Trades Local 427
2500 W. Kennewick Suite E
Kennewick, WA 99336**

- 2. Applicants who do not contact the apprenticeship office on/or by the 1st business day of every month will be removed from the "Eligible Applicant List".**
- 3. Applicants will be registered from the "Eligible Applicant List" on a "first in first out" basis. Applicants must respond to a call to work within 48 hours. Unavailable applicants will be placed at the bottom of the list.**

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4. The apprenticeship office shall maintain a record of all applicants, the current status of all applicants pending and the final disposition of all applicants.
5. All "Registered Apprentices" must be working before Applicants on the "Eligible Applicant List" are given a call to work.
6. Employers wanting to hire an Apprentice **MUST FIRST CALL** the Union. If there are no "out of work" apprentices on the books, the Union then **MUST CALL** the Apprenticeship Office for a new hire from the top of the "Eligible Applicant List"
7. Applicants may turn down a "Call to Work" when the distance from their home to the work site is too great (more than 75 miles). The Applicant will remain at the top of the list, and the Applicant below them on the list will be offered the job.
8. **EXCEPTIONS:**
 - a. (Direct Entry) Individuals relocated from another registered Apprenticeship Program or graduates of Job Corp under the trade they are applying to may receive direct entry into the "Eligible Applicant list" provided they meet the "Minimum Requirements". The JATC will also have the ability to pierce the list to satisfy goals for women and affirmative action.
 - b. (Direct Entry) The JATC may pierce the Eligible Applicant List to satisfy women and minority affirmative action apprentice utilization requirements mandated by government agencies. The JATC shall follow any WSATC prescribed selection method(s).
 - c. (Direct Entry) US Military Veterans with documented proof of veteran status and who meet the minimum qualifications of these standards may be given direct entry into this program providing that work is available with an approved training agent.
 - d. (Direct Entry) An employee of a non-signatory employer, not qualifying as a journey-level worker, upon the employer becoming signatory, shall be evaluated by the JATC, using consistent, standards, nondiscriminatory means and registered at the appropriate step/percentage of apprenticeship based on education, previous work experience and related training.

For such applicants to be considered they must:

- (1) Complete an application form.

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- (2) **Provide an official transcript for high school or post high school education.**
 - (3) **Must have a valid Driver License**
 - (4) **Must show proof of auto driver insurability.**
 - (5) **Verified Documentation to substantiate previous employment and experience.**
 - (6) **Provide official documentation to show that the applicant was an employee performing Painting, Drywall, Striping and/or Glazing work prior to the employer becoming signatory.**
- e. **(Direct Entry) An individual who signs an authorization card during an organizing effort, wherein fifty percent (50%) or more of the employees have signed, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey-level worker, shall be evaluated by the JATC using consistent standard, non-discriminatory means, and registered at the appropriate step/percentage of apprenticeship based on education, previous work experience and related training.**

For such applicants to be considered they must:

- (1) **Complete an application form.**
 - (2) **Provide an official transcript for high school or post high school education.**
 - (3) **Must have a valid Driver License**
 - (4) **Must show proof of auto driver insurability.**
 - (5) **The JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.**
 - (6) **Provide official documentation to show that the applicant was an employee performing Painting, Drywall, Striping, and/or Glazing, work prior to signing the authorization card.**
- f. **(Direct Entry) Registered Native Americans who have secured work under TERO or equivalent tribal regulations and/or tribal contract requirements, may receive direct entry into Apprenticeship provided:**

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- (1) The Employer is an Approved Training Agent of these Standards.
 - (2) The Applicant has met the Minimum Qualifications.
 - g. (Direct Entry) An employee who has secured work under a local government Housing Authority, may receive direct entry into Apprenticeship provided:
 - (1) The Employer is an Approved Training Agent of these Standards
 - (2) The Applicant has met all of the Minimum Qualifications
 - h. (Direct Entry) Graduates of WSATC recognized Apprenticeship Preparation Programs may receive direct entry into apprenticeship registration provided jobs are available and they meet the minimum requirements.
 - i. (Direct Entry) Pre Apprentices or Utility Workers who have been working for a Training Agent for a minimum of six (6) months as a pre-apprentice may receive Direct Entry into the Apprenticeship Program. Upon request of the Training Agent, the Committee reserves the right to make exceptions to the Selection Procedure in considering applicants having Pre Apprentice or Utility Worker experience. However, no Pre-Apprentice or Utility Worker will be allowed direct entry with less than thirty (30) days working experience.
 - j. (Direct Entry) The JATC may enter a painter or drywall finisher into apprenticeship registration at the request of an employer signatory to a DC#5 Painter or Drywall Finisher CBA who meets the minimum qualifications but does not have journey level skills. The employee shall be evaluated by the JATC, using consistent, standard, and non-discriminatory means, and shall be registered at the appropriate step/percentage of apprenticeship based on work skills, education, previous work experience, and related training. Only individuals who were hired and are currently employed as employer recognized “journey” workers, and upon referral and evaluation match skills of third (3rd) bracket or higher apprentices, may receive direct entry under this section.

B. Equal Employment Opportunity Plan:

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The sponsor shall do the following to help meet equal employment opportunity obligations and affirmative action goals:

1. Cooperate with school boards, community colleges and/or vocational schools to develop programs which prepare students for entrance into apprenticeship.
2. Disseminate information within shops concerning equal employment opportunity and apprenticeship openings. Expand contractor networking process to assess contractor's needs and encourage maximum apprentice utilization.
3. Encourage the use of pre-apprenticeship training and give equal opportunity for admission into the program to pre-apprenticeship program graduates. Participate in minority and women's pre-apprenticeship program sessions, including those conducted by ANEW and Job Corps.
4. Attend job fairs and career fairs for outreach and positive recruitment, and to distribute information about the nature of the Painting, Drywall, Striping, and/or Glazing apprenticeship program, minimum admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.
5. Conduct a sustained one-on-one outreach and positive recruitment effort for minority and female candidates. Log and follow up with all minority and female candidates expressing interest in the program. Conduct one on one interviews, provide encouragement for apprentice candidate placement & wait list signups, and facilitate entry of minority and women candidates into the program.
6. Utilize minority and female apprentices and journey-level workers as recruiters and lay support through the IUPAT District Council 5 Women in the Trades Committee(s).
7. Monitor and report to the JATC and Apprenticeship Trust on a quarterly basis women and minority participation numerical information in comparison with compared to goals and timetables (as adopted with technical assistance from the Department).

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05-443).

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IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

- A. CARPET LAYER/LINOLEUM & RESILIENT TILE**
Not less than 6000 hours or three (3) years of reasonably continuous employment, including the probationary period.
- B. DRYWALL FINISHER**
Three (3) years or 6000 hours of reasonably continuous employment including the probationary period.
- C. GLASS INSTALLER, AUTO**
Not less than two (2) years or 4000 hours of employment, including the probationary period.
- D. GLAZIER**
Not less than three (3) years or 6000 hours of employment, including the probationary period.
- E. PAINTER-DECORATOR**
Three (3) years or 6000 hours of reasonably continuous employment including the probationary period.
- F. SIGN & PICTORIAL PAINTER**
Three (3) years or 6000 hours of reasonably continuous employment including the probationary period.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The

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sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

- A. ALL apprentices employed under: Carpet Layer/Linoleum & Resilient Tile, Drywall Finisher, Glazier, Painter-Decorator, and Sign & Pictorial Painter, in accordance with these Standards shall be subject to an initial probationary period not exceeding the first 1000 hours of employment.**
- B. For Glass Installer, Auto; the initial probation period is not to exceed the first 800 hours.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

All Trades: Carpet Layer/Linoleum & Resilient Tile, Drywall Finisher, Glazier, Painter-Decorator, Sign & Pictorial Painter, and Glass Installer, Auto.

The ratio of journeypersons to registered apprentices shall be 1 journeypersons to 1 registered apprentice on jobsite or shop.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

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A. Carpet Layer, Linoleum, and Resilient Tile:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months*	50%
2	1001 - 2000 hours/7 - 12 months*	55%
3	2001 - 3000 hours/13 - 18 months*	60%
4	3001 - 4000 hours/19 - 24 months*	70%
5	4001 - 5000 hours/25 - 30 months*	80%
6	5001 - 6000 hours/31-36 months*	90%

*with a minimum of 750 hours for each Step.

B. Drywall Finisher:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months*	60%
2	1001 - 2000 hours/7 - 12 months*	65%
3	2001 - 3000 hours/13 - 18 months*	70%
4	3001 - 4000 hours/19 - 24 months*	75%
5	4001 - 5000 hours/25 - 30 months*	85%
6	5001 - 6000 hours/31-36 months*	90%

*with a minimum of 750 hours for each Step.

C. Glass Installer, Auto:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	65%
2	1001 - 2000 hours/7 - 12 months	75%
3	2001 - 3000 hours/13 - 18 months	85%
4	3001 - 4000 hours/19 - 24 months	95%

D. Glazier:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	55%
2	1001 - 2000 hours	60%
3	2001 - 3000 hours	65%
4	3001 - 4000 hours	70%
5	4001 - 5000 hours	80%
6	5001 - 6000 hours	90%

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E. Painter / Decorator:

Step	Number of hours/months	Percentage of journey-level rate	Percentage of journey-level rate
		Commercial	Industrial
1	0000 - 1000 hours/0 - 6 months*	65%	55%
2	1001 - 2000 hours/7 - 12 months*	70%	60%
3	2001 - 3000 hours/13 - 18 months*	75%	65%
4	3001 - 4000 hours/19 - 24 months*	80%	70%
5	4001 - 5000 hours/25 - 30 months*	85%	80%
6	5001 - 6000 hours/31-36 months*	95%	90%

*with a minimum of 750 hours for each Step.

F. Sign & Pictorial Painter:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	50%
2	1001 - 2000 hours/7 - 12 months	55%
3	2001 - 3000 hours/13 - 18 months	60%
4	3001 - 4000 hours/19 - 24 months	70%
5	4001 - 5000 hours/25 - 30 months	80%
6	5001 - 6000 hours/31-36 months	90%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

Each apprentice must add each work process category across to right side total box, each month prior to turning in to Apprenticeship office.

A. <u>Carpet Layer, Linoleum, and Resilient Tile</u>	<u>Approximate Hours</u>
1. Tools, material and equipment	300
2. Floors: Preparation, conditioning walls	725
3. Cementing: Felt, waterproof, emulsion, wall	725
4. Linoleum: Inlay, felt-back adhesive wall covering	725
5. Tile: Asphalt tile, rubber tile, linotile cork, sheet rubber flooring	725
6. Drainboards: Linoleum, metal cove.....	725
7. Wall coverings: Linoleum, asphalt, metal trim.....	725
8. Carpets: Cutting and matching, straight sew hand binding, capping, circular stairs, hand machine, power machine	725
9. Metals: Care, handling, installation	475
10. Public relations	150
TOTAL HOURS:	6000

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B. <u>Drywall Finisher</u>	<u>Approximate Hours</u>
1. Application and Embedment of Tape	1500
a. Joints, hand operation	
b. Angles, hand operation	
c. Joints, machine operation	
d. Angles, machine operation	
2. Application of First Skim Coat over Tape.....	1000
a. Hand application	
b. Machine application	
3. Application of Second Skim Coat over Taper	750
a. Hand application	
b. Machine application	
4. Detail Work (Hand Operation).....	750
a. Touching up bad joints	
b. Taping and finishing around pipes and tubs	
c. Nail spotting - 1st, 2nd, and 3rd coats	
d. Filling metal corner guard and metal edge trim	
e. Application of tape type metal corners and trim	
5. Finishing of Angles.....	500
a. Hand Operation	
b. Machine Operation	
6. Finishing, Sanding and Final Check Out	500
7. Application of Texture (Including Spray Application)	800
a. Application of rough decorative simulated acoustic ceiling texture	
b. Spray application of fog and spatter wall texture	
c. Hand rolled texture	
d. Skip trowel texture	
e. Application of thin wall surfacing texture	
f. Proper masking procedures	
8. Final Cleanup	200
TOTAL HOURS:	6000

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C. <u>Glass Installer, Auto</u>	<u>Approximate Hours</u>
1. Installation and cleanup of auto glass	1000
2. Cutting and grinding of flat and bent glass from automobiles trucks and other vehicles.....	500
3. Removing of broken flat and bent glass from automobiles, trucks and other vehicles.....	500
4. Use of sealants and installation of rubber moldings	500
5. Remove and repair of channels, regulators and/or any other devices that affect the installation and operation of auto glass	500
6. Installation of flat or bent glass in automobiles, trucks and vehicles	1000
TOTAL HOURS:	4000

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D. <u>Glazier:</u>	<u>Approximate Hours</u>
1. Cutting and handling glass	1000
2. Storefront metal	1100
3. Glass setting	1000
4. Insulating glass setting	475
5. Glazing Materials-Sealants and Tapes	100
6. Caulking	200
7. Metal sash	200
8. Patio doors	100
9. Mirror setting	200
10. Tub and shower enclosures and doors	200
11. Storm windows and doors	375
12. Glass replacement	400
13. Slope glazing.....	400
14. Laminated glass.....	100
15. Tempered glass.....	50
16. Safety and fire-rated glazing requirements	30
17. Blueprints and specifications	70
TOTAL HOURS:	6000

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E. <u>Painter-Decorator:</u>	<u>Approximate Hours</u>
1. Preparation of surfaces.....	800
2. Operation and care of tools and equipment	250
3. Materials used in painting and decorating (architectural)	550
4. Application (architectural).....	1200
5. Wallcovering preparation and application.....	300
6. Color matching and mixing.....	100
7. Texturing	200
8. Special decorative.....	160
9. Rigging and scaffolding	300
10. Metal preparation (pressure blast, grinding, etc.)	800
11. Metal coatings and applications	540
12. Spray painting airless and conventional	800
TOTAL HOURS:	6000

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<u>F. Sign & Pictorial Painter:</u>	<u>Approximate Hours</u>
1. Maintenance of Equipment.....	225
a. Brushes	
b. Equipment	
c. Material	
d. Tools	
2. Learn Use of	100
a. Materials	
b. Equipment	
c. Tools	
3. Building and Construction of Signs	275
a. Metal	
b. Wood	
c. Sectional	
d. Canvas	
e. Composition	
f. Glass	
4. Preparation and Treatment of Surfaces	350
a. Cleaning	
b. Priming	
c. Filling	
d. Sanding	
e. Sizing	
5. Preparation of Applications (Mixing & Matching)	800
a. Paints	
b. Varnishes	
c. Inks	
d. Water Colors	
e. Enamels	
f. Smalts	
6. Lay-Out.....	1000
a. Outlining	
b. Sealing	
c. Lettering	
d. Sketching	
e. Spacing	
f. Measurements	
g. Blueprints	
7. Actual Application	800

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a.	Paints	
b.	Varnishes	
c.	Inks	
d.	Water Colors	
e.	Enamels	
f.	Smalts	
g.	Metal leaf	
h.	Decalcomanias	
8.	Lettering and Cutting in.....	1100
a.	Letters	
b.	Objects	
c.	Sign & Pictorial Painter	
9.	Pattern procedure	600
a.	Tracing	
b.	Pouncing	
c.	Stenciling	
d.	Sanding	
e.	Processing	
10.	Designing.....	600
	Pictorial Lettering	
11.	Miscellaneous.....	150
	TOTAL HOURS:	6000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in related/supplemental instruction shall not be considered as hours of work and the apprentice is not required to be paid for time spent in related/supplemental instruction.

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- ☒ Supervised field trips
- ☐ Approved training seminars (specify)
- ☒ A combination of home study and approved correspondence courses (specify)
- ☒ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☒ Training trust
- ☐ Other (specify):

144 Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

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- (X) twelve-month period from date of registration.*
- () defined twelve-month school year: (insert month) through (insert month).
- () two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

Additional Information:

- A. **The course outline recommended by the Apprenticeship Committee shall be used in related classroom instruction.**
- B. **Registered apprentices who do not have a high school diploma or the equivalent (such as High School Equivalency certificate), must pass the Washington State High School Equivalency exam before being advanced above the second step in their apprenticeship program. Program will make available to such apprentices High School Equivalency preparation counseling, and will reimburse direct community college High School Equivalency preparation class tuition and Washing State High School Equivalency test fees for High School Equivalency exams (including unsuccessful exam attempts).**
- C. **Registered Apprentices will be provided a minimum of 144 hours of RSI per year, up to a total of 432 hours of RSI over the course of their apprenticeship.**
- D. **To graduate, Registered Apprentices shall pass a journey level test or evaluation, as specified by the JATC.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or

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take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

1. **Apprentices employed under these standards are required to apply themselves with diligence to the various assigned tasks. They are to protect the property and interest of their employer and their co-workers. They are to conduct themselves at all times in a creditable manner, realizing that time, money, and effort are expended in affording them the opportunity to become a skilled craftsman.**
2. **Satisfactory progress must be maintained in related training classes. All apprentices will be called before the Apprenticeship Committee and may be disciplined, suspended, or cancelled for the following:**
 - a. **Not maintaining a passing grade.**
 - b. **Missing more than one day or 8 hours of Block Training.**
 - c. **Being more than 3 months late turning in work progress reports.**
 - d. **Not working in the trade for more than six (6) months.**
3. **Behavior problems while in school will be dealt with in a 3 step process:**
 - a. **Documented verbal warning**
 - b. **Written warning**
 - c. **Mandatory appearance before the JATC**

An apprentice may be disciplined, suspended, or canceled for refusing to correct behavior problems in class. Apprentices that assault or threaten instructors or staff will be suspended from school until they appear before the JATC. The JATC may discipline, suspend, or cancel an apprentice for threatening an instructor or staff person. The JATC will cancel an apprentice for assault on an instructor or staff person.

4. **Any apprentice in possession of a firearm during class time, on school property, in the building, or on the property owned by District Council #5 Apprenticeship and Training, or on a field trip, will be immediately suspended from the program and will be asked to appear before the committee.**
5. **The Eastern Washington and Northern Idaho Painters and Allied Trades Apprenticeship has a zero tolerance drug policy. If an Apprentice is found using, distributing, or possessing controlled substances or alcohol on campus, or DC #5 property, they will be immediately suspended from the program and will be asked to appear before the committee. Apprentices**

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shall comply with applicable Federal, State, and Local regulations with respect to drugs, alcohol, and intoxicants during their work and training. Apprentices shall also comply with the Finishing Trades Institute Northwest Drug Policy as may be amended from time to time. Violations of applicable regulations or the Drug Policy may result in immediate suspension from the program with a request to appear before the committee.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

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If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

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Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or
from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
 - Authorization of Signature forms - as necessary
 - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
 - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
 - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Sponsor's introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

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C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.

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6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: A quorum must be present to carry on the regular business of the Committee. A quorum shall consist of two (2) members representing

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Management and two (2) members representing Labor. The unit vote system shall prevail. Each group, Labor and Management shall vote within their group and that vote, yea or nay shall constitute one (1) "unit" vote for labor and one (1) "unit" vote for management.

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**Gary Liles, Chairman
N 3204 Cook
Spokane, WA 99204**

**Roy Powell, Co-Chair
PO Box 270
Airway Heights, WA 99011**

**Brad DePew
E. 6621 Mission
Spokane, WA 99212**

The employee representatives shall be:

**Barbara Crawford, Secretary
2500 W. Kennewick Ave. Suite E
Kennewick, WA 99336**

**Denis Sullivan
6770 E. Marginal Way S.
Seattle, WA 98108**

**Bud Bartunek
11105 NE Sandy Blvd.
Portland, OR 97222**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

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XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Mark Beaufait, Director of Training
6770 E. Marginal Way S, Bldg. E, Suite 102
Seattle, WA 98108**

**Eric Palmer, Drywall Finishing Coordinator
6770 E. Marginal Way S, Bldg. E, Suite 102
Seattle, WA 98108**